

**COUNTY OF SAN DIEGO
VOLUNTEER REPORT FORM
PERIOD JULY 1, 1997 - JUNE 30, 1998**

1. DEPARTMENT/COURT INFORMATION:

Department/Court: Health and Human Services Agency

Division/Unit: Health Services, Childrens Services and Faith Services (see note at bottom of page)

2. VOLUNTEER PROGRAM BENEFITS:

- a. **GENERAL VOLUNTEER** (this section should include community volunteer, student intern, groups, corporations, etc.)

No. Vol. <u>569</u>	Hours <u>41,174</u>	x	\$ <u>13.74</u>	=	\$ <u>565,130.76</u>
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Types of work performed by GENERAL VOLUNTEERS in this category: _____

- child care, arts and crafts, recreation, mentors, "Help-Desk" information and referral, assisting social workers with clerical tasks and transportation of children.
- b. **INSTITUTIONAL VOLUNTEER** (this section should include court referrals, drug honor camp inmates, PIC/RETC, GAIN, etc.) translation and lab assistant.
The volunteer coordinator's office does not receive forms on these types of

No. Vol. <u>32</u>	Hours <u>13,625</u>	x	\$ <u>13.74</u>	=	\$ <u>187,207.56</u>
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Types of work performed by INSTITUTIONAL VOLUNTEERS in this category: _____

general clerical tasks, painting, moving

- c. **SPECIALIZED VOLUNTEERS** (this section should include utilization of Special Volunteers in positions requiring specific skills and/or expertise levels, for example, an attorney, physician, sports figure or celebrity. These specialized positions have verifiable compensation levels (VCL). If you have such a volunteer, please indicate the position, hours and compensation level below.

Position	Hours	x	VCL	=	Dollar Benefit
<u>(3) social workers</u>	_____	x	_____	=	\$ _____
<u>(2) psychologists</u>	_____	x	_____	=	\$ _____
<u>(2) psychiatrists</u>	_____	x	_____	=	\$ _____
<u>and a CEO</u>	_____	x	_____	=	\$ _____
<u>and pediatrician</u>	_____	x	_____	=	\$ _____

No. Vol. <u>9</u>	Total Hours <u>1,101</u>	Total Value \$ <u>15,127.74</u>
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note: The Health and Human Services Area, Agency on Aging and Veterans Service Office submitted their own separate reports on volunteers. The Commission on Children, Youth and Families along with the Public Administrator/Public Guardian office do not currently use volunteers therefore none are included in this report.

Types of work performed by SPECIALIZED VOLUNTEERS in this category: _____

d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

No. of Volunteers	Hours	Dollar Benefit
2a: 569	41,374	\$ 565,730.76
2b: 32	13,625	\$ 187,707.50
2c: 9	1,101	\$ 15,127.74

TOTALS:	610	55,900	\$ 768,566.00
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3. DONATIONS TO VOLUNTEER PROGRAM:

Please list all donations to the department's Volunteer Program including monetary donations and tangible/intangible items. Items such as computers, air time, transportation, books, etc. Please assign a fair market value to each and add to the total value of the donations section.

Item Donated	Value	Item Donated	Value
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____

Please refer to the donations sheet attached to this report.

TOTAL VALUE \$ 11,880 + \$1,089 = \$13,969

4. VOLUNTEER PROGRAM COSTS:

- a. Cost of Direct Supervision of Volunteers (total hours of direct supervision times hourly rate of staff person(s) directly supervising program volunteers.
unable to provide

Hours _____ x Rate _____ = \$ _____

- b. Cost of Program Coordination (total hours of program coordination times hourly rate of coordinator(s). This section should include coordination of staff, compiling statistics, job description preparation, volunteer placements and recognition, etc.

The Health and Human Services Agency (departments of Health and Social Services) have two part-time volunteer coordinators whose other job duties include public information and community mobilization. It is estimated that the hours they devote to volunteers are conservatively 30 and 5 per week. In Childrens Services, there are two volunteer coordinators, one who works full time, the other who works 32 hours a week. Hours combined amount to 107 per week at an average rate per hour of \$18.54. The cost of pr coordination can be estimated at \$104,825 last year.

Hours _____ x Rate _____ =

\$ _____

- c Other program costs (volunteer Training materials/supplies, recognition costs, etc.):

Item _____	Cost _____
Any materials used to recruit, train and communicate with volunteers (such as newsletters) _____	_____
are included in the Human Resources and _____	_____
_____ Childrens Services budgets.	_____

TOTAL OF OTHER PROGRAM COSTS = \$ _____

d. TOTAL OF VOLUNTEER PROGRAM COST = \$ _____
(add 4a, 4b, and 4c)

5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2) \$ 768,069.00

b. Total of Donations to Volunteer Program, Item 3 (Page 2) \$ 13,969.00

ADD a + b \$ 782,038.00

c. Subtract Total of Volunteer Program Costs, Item 4d (Page 3) (\$ ^{cost of direct supervision} ~~not available~~)
materials used for volunteer programs are included in the

TOTAL PROGRAM BENEFIT \$ _____ budget, recognition items are donated

6. **RECRUITING:**

Please describe your recruiting programs: With a daily (Monday thru Friday) average of 10 people calling to request information on becoming a volunteer with the Health and Human Services Agency, there has been no need to develop and implement volunteer recruitment program. In fact, the challenge has been to screen, place, supervise and

7. **SPECIAL VOLUNTEER PROGRAM ACTIVITIES/ACHIEVEMENTS:** recognize so many volunteers.

Please describe any special activities and/or achievements your program was involved in during the period of this report:

The Childrens Services Division held its Annual Volunteer Recognition Event in April in conjunction with National Child Abuse Awareness Month. Hundreds of volunteers were in attendance. Also in April, The Board of Supervisors recognized three outstanding volunteers from the Agency for their role in supervising parents and their children as they visit with each other---part of the reunification process ordered

8. **VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 1998-99:** by the Juvenile Court.

Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals:

In the coming year, the Health and Human Services Agency will be regionalizing its volunteer programs in order to reflect the Agency's reorganization. Specific volunteer programs will be designed and developed to meet the unique challenges that exist within the different regions. Emphasis will be placed on creative problem solving by educating and engaging the community in community-specific problems

9. **GENERAL INFORMATION:** through the use of volunteers from these communities.

Name of Person Completing Report: Carol Ann Drummond***

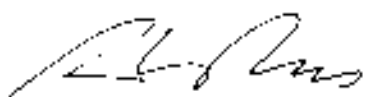
Phone Number: 338-2944 (S48Mail Stop W-405) E-Mail: CDRUMMSS

Volunteer Coordinator: Carol Ann Drummond

Phone Number: 338-2944 (S45Mail Stop W-405) E-Mail: CDRUMMSS

*** with input and data from Jean Matlock Long, Jan Holcomb, Fran Arwood and Cindi Hatherick

10. **DEPARTMENT CERTIFICATION:**



DEPARTMENT HEAD SIGNATURE

8/24/98

DATE

DONATIONS TO CHILDREN'S SERVICES VOLUNTEERS OFFICE FOR FISCAL YEAR JULY 1997-JUNE 1998

TICKETS, COUPONS AND GIFT CERTIFICATES

<u>COMPANY/ PERSON</u>	<u>ITEM</u>	<u>ESTIMATED VALUE</u>
Padres	900 tickets	\$7,200
Circus tickets	150 tickets	\$1,500
Toy Story on Ice	100 tickets	\$800
Champions on Ice	50 tickets	\$500
Hockey	100 tickets	\$800
AMC Movie Theaters	100 tickets	\$700
Domino's Pizza	21 free lg. pizza coupons	\$270
Ralph's Grocery Store	1 gift certificate	\$25
Stump's Market	1 gift certificate	\$10
Von's Grocery Store	2 gift certificates	\$45
Blockbuster Video	10 free rental coupons	\$10
Rubio's Restaurant	100 free taco coupons	\$300
Starbuck's Coffee	150 free coffee coupons	\$450
Ruth Dorn (1 hr Massage)	6 free massage coupons	\$150
Hometown Buffet	2 free dinner coupons	\$20
Children's Museum	15 free passes	\$75
San Diego Coaster Co.	10 free passes	\$25
Total Estimated value =		\$ 12,880

FOOD AND MISCELLANEOUS ITEMS

<u>COMPANY/PERSON</u>	<u>ITEM</u>	<u>ESTIMATED VALUE</u>
Party City	arts and crafts supplies	\$25
Caroline Hogan	arts and crafts supplies	\$50
Sampson's Deli	1 Cookie tray	\$20
Teacher's Pet	5 ft Butcher Paper	\$5
Paul Ecke Ranch	20 poinsettia plants	\$60
Family Christmas Tree Farm	3 poinsettia plants	\$9
Dreyer's Ice Cream	1500 ice cream cups	\$750
Orient Valley	150 egg rolls	\$30
See's Candies	500 pcs. mint krispies	\$40
C&G Floral Company	1 floral arrangement	\$100
Total Estimated Value		\$ 1,089

In compiling the statistics for the 1997/1998 fiscal year "County Use of Volunteers" report, the figure \$13.74 was used throughout the report as suggested in the cover memo. (General volunteers and hours were broken out as follows:

Childrens Services (Polinsky)	Volunteers:	226	Hours:	20.876
(Other)	Volunteers:	73	Hours:	Included above
All Congregations Together (ACT)	Volunteers:	17	Hours:	422.25
Health	Volunteers:	253	Hours:	19.876
Health included specialized volunteers:	Volunteers:	9	Hours:	1.101
and institutionalized volunteers:	Volunteers:	32	Hours:	13.625

In social services, GAIN and any court appointed volunteer hours are not forwarded to the volunteer coordinator's office therefore they could not be included in this report. Health recorded 32 hours which were included.

For the average hourly rate, I took Jan Holcomb's hourly rate of \$16.74, my hourly rate of \$20.06, and Joan Matlock Lang's hourly rate of \$19.72 and averaged them to \$18.84 an hour. (I did not include Fran Atwood's hourly rate in the average since Fran only dedicates 5 hours a week to doing volunteer related tasks.) Total hours amounted to 107 as follows.

Jan Holcomb	40 hours a week at \$16.74
Carol Drummond	30 hours a week at \$20.06
Joan Matlock Lang	32 hours a week at \$19.72 and
Fran Atwood	5 hours a week

There are no "volunteer coordinators" in Health Services therefore they were not included.

The cost of direct supervision of volunteers is not available for social services and costs for health services were estimates, therefore they were not included in this report.